



## We are seeking a Warehouse Repack Coordinator

Do you have a passion for food justice? Can you motivate and energize others? Do you want to work with a collaborative team, interact with incredible volunteers, engage with the community, and have a significant impact on Pierce County's emergency food system? If this sounds like the position for you, we invite you to apply to join our team as the Warehouse Repack Coordinator.

- \$25 per hour for 40 hours per week
- Full Benefits within 60 days of start (medical, dental, vision) currently 100% paid by the employer
- 5% contributed to a Retirement Account available after 6 months of service
- Work-life balance and excellent team atmosphere
- Direct opportunity to impact food security in Pierce County to ensure no person goes hungry

### IDEAL CANDIDATE:

- Strong communication and customer service skills
- Proficient in MS Office (Outlook, Word, Excel)
- Excellent problem-solving and critical thinking abilities
- Team player with a positive attitude
- Forklift and Warehouse experience preferred
- Detail-oriented and hardworking, with basic math skills

**OUR STORY:** Emergency Food Network (EFN) is located in Lakewood, WA and was established in 1982. Each year, we move between 12 - 15 million pounds of food and serve more than 75 Partner Programs. EFN has experienced significant growth over the past three years, including core budget expansion, new programing, and implementing an ongoing capital campaign. This has allowed us to serve the community in new ways while building on our rich 41-year history.

### SUMMARY DESCRIPTION:

The Warehouse Repack Coordinator plays a key role in how EFN organizes and shares food. This person manages the process of breaking down large amounts of food into smaller, family-sized bags. Volunteers help with this, and the coordinator makes sure they have a great experience while doing it. The coordinator also uses equipment like an electric pallet jack or forklift to move the repackaged food safely to the right storage area in the warehouse.

### ESSENTIAL FUNCTIONS:

- Teach and guide volunteers and workers on how to handle, sort, and check food properly.
- Set up the repack room and equipment for daily tasks.
- Make product labels, following all rules for labeling and packaging.
- Move food pallets to the right storage areas, like the cooler, freezer, or dry warehouse.
- Make sure the repack room and equipment are clean, safe, and follow all health rules.
- Keep a regular schedule for cleaning and taking care of the repack room and equipment.
- Watch inventory and let the Warehouse Manager or Assistant Manager know when more supplies are needed.
- Fill out and organize paperwork for completed projects; label all finished pallets.
- Make sure all products meet quality standards and follow warehouse rules.
- Keep accurate records of all repackaged products.
- Explain our programs to volunteer groups when needed.
- Help with food drive donations by weighing, recording, and giving receipts for donated item
- Use forklift and other heavy machinery to support the needs of the warehouse
- Perform other tasks and warehouse duties as requested or assigned



## QUALIFICATIONS:

- Enjoy working with and motivating volunteers of different ages and abilities.
- Be able to lift at least 50 pounds, either by yourself or with a partner.
- Know how to use warehouse equipment like forklifts and pallet jacks or be motivated to learn.
- Stay organized, handle many tasks at once, work on your own with little supervision, and keep information private. Be ready to take on extra tasks if needed.
- Complete tasks accurately and on time, paying attention to details.
- Have great customer service and time management skills.
- Know basic computer skills like MS Word, Excel, and Outlook, and be able to learn to use our warehouse system, FLOWTRAC.
- Be certified in food safety or be able to get the certification.
- Work well with the team and across different departments.
- Have or be able to get a valid WA state driver's license.

## WORK SCHEDULE:

- Full-time Tuesday to Saturday from 7:00 am to 3:30 pm with overtime paid for any hours worked over 40 each week

## COMPENSATION INFORMATION:

- Hourly pay at \$25-\$26 per hour depending on experience
- Benefits start accruing 60 days after employment and include:
  - Two weeks of vacation accrued during the first year, increases to 3 weeks of vacation in the second year and each year after (up to a maximum of 4 weeks per year)
  - 8 hours of sick leave accrued each month
  - We provide medical (low deductible) vision, dental, short- and long-term disability, and life insurance. EFN currently covers 100% of the cost of the employee's insurance premiums
- EFN has a 403(b) plan and contributes 5% after the employee has been employed for six months

## HOW TO APPLY:

EFN invites applications from qualified individuals interested in working for a high-performance, mission-driven organization. If you're interested, please send your resume or application to [jobs@efoodnet.org](mailto:jobs@efoodnet.org). Use "Repack Coordinator" as the subject line. We will review applications as they come in until the position is filled. Everyone who applies will have a background check, but this doesn't automatically mean you won't get the job.

*EFN is an equal opportunity employer. For more information about the Emergency Food Network, please visit our website [www.efoodnet.org](http://www.efoodnet.org).*

